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June 28, 2000

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BY HAND

Mr. Roy Stewart, Chief
Mass Media Bureau
Federal Communications Commission
445 Twelfth Street, SW
Room C-2347
Washington, DC 20554

RECEIVED
JUN 28 2000
FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

**Re: FCC Docket MM 98-204
State Broadcaster Association EEO Efforts**

Dear Roy:

In the spirit of the Commission's call for continuing comments on its EEO program, I wish to submit the attached material. It demonstrates the efforts of some state broadcaster associations to assist their members in providing for broad outreach in recruiting potential applicants for hiring opportunities at their stations. I enclose with this letter copies of the Minnesota Broadcasters Association Job Bank Newsletter. As you can see, this effort is in addition to their website job bank, is paper based and is distributed broadly throughout the state and the region.

When a member station submits its job hiring opportunity to the MBA, the position is included in this newsletter, which is then distributed to all of the organizations listed on the attached mailing list. Note that it is sent by mail, not by computer. The list includes organizations from minority, educational and civic groups throughout the state and surrounding states.

Realistically, inclusion of a station hiring opportunity in this MBA publication provides greater outreach and notice than most small stations could hope to achieve on their own. Inclusion in the MBA newsletter, with the station making sure that the distribution list is vigorously adhered to by the Association, should suffice for the broad outreach requirement.

No. of Copies rec'd _____
List A B C D E _____

Mr. Roy Stewart
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Also attached is a copy of an e-mail to me from Don Hicks, President of the Missouri Broadcasters Association. In it Don describes how the Missouri association reduces its job listings to facsimile and distributes its members listings of job openings to approximately 52 recruiting sources monthly.

By copy of to the Secretary, I am requesting that this letter be placed in the public record of Docket MM98-204, in compliance with Section 1.1206 of the Commission's Rules.

I hope this is helpful.

Sincerely,



Gregg P. Skall

Enclosure

Cc: Ms. Magalie Roman Salas, Secretary
Mr. Roy Boyce
Mr. Lewis Pulley
Ms. Jamila Bess-Johnson

Gregg P. Skall

From: Don Hicks [broad@socket.net]
Sent: Monday, June 26, 2000 11:34 AM
To: gps@commlaw.com
Subject: MBA Job Bank

Gregg:

The Missouri Broadcasters Association provides an "Active Outreach Job Bank" as a free service to broadcasters and people seeking employment.

When a station has a job opening they go to mbaweb.org and click on "Jobs". After filling out a brief form they then click a submit button.

An internal system then converts this form into a fax document which is then sent out in hard copy form to 52 regional recruiting sources. Thus eliminating the need of the job seeker to have internet access. These recruiting sources include numerous women and minority organizations. All stations are provided a list of these sources for their use in ascertaining how productive each individual source is in producing applicants.

Another advantage to employer and job seeker alike is speed. The entire process is completed in less than two hours. Therefore, job seekers are guaranteed that the job information they receive is current. Employers can be certain that their information has been quickly distributed to a wide range of recruiting sources.

Analysis indicates that the MBA is currently sending out an average of 4,400 pages of job information each month. This figure is determined by simple math. We have a dedicated phone line servicing this system. Our per minute long distance charge is \$.07/minute. It requires :45 or \$.05 to send the one page job notice. Our average monthly phone bill on this line is \$220. \$220 divided by \$.05/page equals 4,400 pages.

These 4,400 average pages per month equals almost 85 job listings per month. (4,400 pages divided by 52 recruiting sources)

In addition to sending out the information, it is also posted by job description on the web site for those seeking employment. Further, job seekers can post their availability and a brief resume which employers can then use when they have an opening.

All of the above is free to both employer and employee.

The MBA has publicized this service at "job fairs", through our newsletter, and by purchasing ads in other publications targeted at potential broadcast employees.

The feedback we receive indicates this system works! It does what it should. It matches those seeking employment with those seeking employees. There is no way for a manual system to replicate the volume, speed, and effectiveness of this system.

This system absolutely creates a level playing field between all applicants by providing a common and well communicated point of contact between job seekers and employers.

Gregg, please let me know if I can provide any additional information.

Thanks,

Don

6/28/00

Volunteers Enlisted To Assist
9731 James Ave. S.
Bloomington, MN 55431

Electronic Media
740 N. Rush St.
Chicago, IL 60611

Career Office
Duluth Tech. College
2101 Trinity Rd.
Duluth, MN 55811-3399

American Indian Services
735 Franklin Ave. E.
Minneapolis, MN 55404

Martin Luther King Program
101 Pleasant St.
Minneapolis, MN 55455

MEDA
Commerce at the Crossings
250 2nd Ave. S, Suite 106
Minneapolis, MN 55401

MIGIZI Comm.
3123 Lake St. E.
#200
Minneapolis, MN 55406

Minnesota Council Of Churches
122 W. Franklin
Suite 100
Minneapolis, MN 55404

Phillips Job Bank
1014 Franklin Ave. E.
Minneapolis, MN 55404

PWI Resource, Inc.
1900 Chicago Ave. S.
Minneapolis, MN 55404

Fred
Media Line
PO Box 51909
Pacific Grove, MN 93950

Wendy
Mpls Bus College
1711 W. County Rd. B
Roseville, MN 55113-4034

National Black Media Coalition
Employment Res. Center
P.O. Box 10310
Silver Spring, MD 20914

Placement
Crown College
6425 Cty. Rd.30
St. Bonifacius, MN 55375

Office of Human Resources
City of St. Paul
400 City Hall Annex
25 W. 4th St.
St. Paul, MN 55102

St. Paul Urban Coalition
2610 Univ. Ave. W.
Suite 201
St. Paul, MN 55114

Women's Advocate, Inc.
584 Grand Ave.
St. Paul, MN 55114

Nat'l Assoc. Hisp. Jm.
1193 Nat'l Press Blvd.
Washington, DC 20045

Career Services
St. Mary's College of MN
700 Terrace Heights #6
Winona, MN 55987

Lisa Abrams
Chicago-Kent College
565 W. Adams St.
Chicago, IL 60661-3691

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Nathan Hale HS
10750 30th Ave. NE
Seattle, WA 98125

Office of Multicultural Affairs
Mankato State Univ.
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PO Box 8400
Mankato, MN 56002-8400

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2000 University Dr.
Dubuque, IA 52001

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1915 Chicago Avenue
Minneapolis, MN 55404-1904

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The Circle
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Minneapolis, MN 55404

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1433 E. Franklin
Suite 11
Minneapolis, MN 55404

Native American Public
Brdtg. Consortium Inc.
Box 83111
Lincoln, NE 68501

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Logan, UT 84322-4605

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St. Olaf College
1520 St. Olaf Ave.
Northfield, MN 55057-1096

Target B Area
Ramsey Action Program
Bigelow Bldg.
450 N. Syndicate St.
St. Paul, MN 55104

Ann Arnold
Texas Broadcasters Association
502 E. 11th Street
Suite 200
Austin, TX 78701

Job Bank
MN Dept of Job Trng
1st Floor
St. Paul, MN 55101

Elsa Batika
YWCA
1130 Nicollet Mall
Minneapolis, MN 55403

Thomas Beell
Iowa State Univ.
Green Lee School of Jour. & Comm.
212 D Hamilton Hall
Ames, IA 50011

Cindy Benolkein
Working Opportunities
For Women
1295 Bandana Blvd. N. Suite # 110
St. Paul, MN 55108

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Dept. of Radio-TV
MTSU PO Box 58
Murfreesboro, TN 37132

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1101 Hwy. 1 East
Thief River Falls, MN 56701

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250 S. 4th St.
Minneapolis, MN 55415

Job Board
Women's Venture
2324 University Ave.
St. Paul, MN 55114

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Brainerd Comm. College
501 W. College Dr.
Brainerd, MN 56401

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Riverland Comm. College
1900 8th Ave. NW
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Norfolk State Univ.
202 Skipper Ct.
Hampton, VA 23669

Tan Chau or C. Vang
Center for Asian and
Pacific Islanders
3702 E. Lake St. #101
Minneapolis, MN 55406-2158

Cindi Cameron
Dakota Inc.
5444 Douglas Dr.
Crystal, MN 55429

David Campbronne
Courage Center
3915 Golden Valley Rd.
Golden Valley, MN 55422

NDSU Career Services
North Dakota State Univ.
211 Ceres Hall
Fargo, ND 58105-5377

Multicultural Center
College of St. Scholastica
1200 Kenwood Ave.
Duluth, MN 55811

Career Development Center
Macalester College
1600 Grand Ave.
St. Paul, MN 55105

Don Clark
American Indian OIC
1845 E. Franklin Ave.
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310 East 38th St.
Minneapolis, MN 55409

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St. John's University
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Collegeville, MN 56321

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San Francisco, CA 94132

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Minneapolis, MN 55404

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Lakewood Comm. College
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Brooklyn Park, MN 55445

Placement Office
Brown Institute
1440 Northland Drive
Mendota Heights, MN 55120

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Mpls Urban League
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Minneapolis, MN 55411

S Slightam/ Placement Officer
Rochester Comm. College
851 30th Ave. SE
Rochester, MN 55904

Angela Plumbo
Ramsey County OIC
334 Chester St.
St. Paul, MN 55107

Donald Pollack
Univ. of La Verne
1950 3rd St.
La Verne, CA 91750

Northwestern College
Attn: Broadcasting Dept.
3003 Snelling Ave.
St. Paul, MN 55113

Job Postings
Jewish Voc. Services
13100 Wayzata Blvd.
Suite 300
Minnetonka, MN 55305-1811

Angela Powers
Northern IL Univ.
Dept. of Comm.
Reavis 112
DeKalb, IL 60115-2854

Intl & Multicultural Program
College of St. Catherine
2004 Randolph Ave.
St. Paul, MN 55105

Joyce Rahne
Itasca Comm. College
1851 East Hwy. 169
Grand Rapids, MN 55744

Career Resource Center
Normandale Comm. College
9700 France Ave. S.
Bloomington, MN 55431

Employment Resource Center
Nat'l Black Media Co.
P.O. Box 10310
Silver Spring, MD 20904

Human Resources
Employment Action Center
6715 Minnetonka Blvd.
Suite 212
Minneapolis, MN 55426

Human Resources
Hubbard Broadcasting
3415 University Ave.
St. Paul, MN 55114

Pete Rhodes
WRNB Radio
1004 Marquette Ave.
#202
Minneapolis, MN 55403

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1181 E. Mason St.
Green Bay, WI 54301

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Career & Placement
Moorhead, MN 56563

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MN Student Services
Southwest State Univ.
1501 State St.
Marshall, MN 56258

Career Services
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2211 Riverside Ave.
Minneapolis, MN 55454

Career & Counseling Services
U of Wisconsin – River Falls
24 E. Hathorn Hall
410 S. 3rd Street
River Falls, WI 54022

Career Services
ST. Cloud State Univ.
720 4th Ave. S.
St. Cloud, MN 55301-4496

Career Services
Bethel College
3900 Bethel Dr.
St. Paul, MN 55112-6999

Career Services
Metro State Univ.
700 East 7th St.
St. Paul, MN 55106-5000

Career Services
Univ. of St. Thomas
2115 Summit Ave.
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St. Paul, MN 55105

Multicultural Student Services
University of St. Thomas
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Minneapolis, MN 55455

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KWJC Radio
William Jewel College
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Liberty, MO 64068-1896

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Campus Box 83
Minneapolis, MN 55454

Women in Trades, Inc.
Minnesota Women's Bldg.
550 Rice St.
St. Paul, MN 55103

Employee Trng Dept. .
YWCA
198 Western Ave.
St. Paul, MN 55102-1790

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Ardis Wexler
Jewish Vocational Service
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Inver Grove Hts., MN 55076

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St. Paul Recorder
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Portales, MN 88130

E. Barnes- Wycough
MN Council/Black Minnes
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St. Paul, MN 55114

Rosemary Yazzie
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KOB-TV, Four Broadcast Plaza SW.
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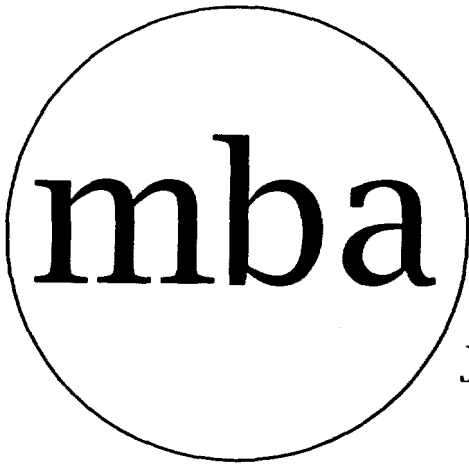
Lena Zhang
E. CT State Univ.
Communications Dept.
83 Windham St.
Willimantic, CT 06626-2295

Candelario Zuniga
Carlson School of Mgt.
271 19th Ave. S.
Minneapolis, MN 55455



mba

minnesota broadcasters association. job bank.
june 2000.



job bank. june 2000.

Please note that all employers listed are Equal Opportunity Employers (EOE). Women and minorities are encouraged to apply.

Accounts Receivable/Credit & Collections Administrator

KMSP-TV seeks person who is great with numbers and strong communication skills to do billing, cash receipts, credit checks and collection calls. 2 year accounting degree needed; accounting and collection experience preferred; in media a plus. Great benefits. FAX: (612) 942-0286, e-mail: pmendenhall@kmsp.com or send resumes to: Assistant Business Manager, KMSP-TV, 11358 Viking Drive, Eden Prairie, MN 55344. No calls please. EOE.

Assistant Traffic Manager

KVBM-TV, TV Sales, Job # 86-00. This position is responsible for managing the functions for KVBM traffic, and serve as the assistant for the KSTP/KVBM traffic department. Qualifications: Must have previous broadcast traffic experience; must be highly organized and detail oriented; good leadership and communication skills essential; and familiarity with BIAS and/or Salesline a plus. Essential Job Duties: Manage the functions for KVBM traffic; act as assistant manager for the entire KSTP/KVBM traffic department; edit daily log, handle log reconciliation process; input programming, serve as backup for Salesline and perform other duties as assigned. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KVBM-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. EOE.

Associate Producers (3)

CONUS, News, Job # 81-00. These positions are responsible for assisting with the production of daily news feeds and the operations of the satellite newsgathering control room. Qualifications: Must have work experience and/or college-level education in broadcast news; ability to edit videotape essential; must be detail-oriented with news writing experience preferred; and strong customer relations and communications skills a must. Essential Job Duties: Work on production of daily news feeds; assist with the operation of satellite news gathering control room; edit videotape and maintain daily contact with local and national newsrooms of member stations. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, CONUS Communications, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Camera Operator

KMSP-TV is looking for a part-time camera operator for local morning news show. Additional skills in fields of Audio and Video Tape desired but not required. If you want to be part of a fast paced all local morning news production, this is the opportunity you have been looking for. Send resume to: Chief Engineer, KMSP-TV, 11358 Viking Drive, Eden Prairie, MN 55344. No phone calls please. EOE

Customer Service Representative

WCCO-TV/CBS seeks a Customer Service Representative in their Community Relations Department. CSR is responsible for handling internal and external communication about WCCO-TV. They answer incoming phones, greet visitors, facilitate various station giveaways and promotions, e-mail inquiries, and monitor security for the building. **Primary Accountabilities:** Handling incoming viewer phone calls on the switchboard; greeting clients and guests of the television station; monitoring security of the building the front lobby, back entrance, loading dock and lower level garage; documenting and responding to viewer comments from phone calls and the overnight comment line; responding to written comments received through e-mail; and other duties as assigned. **Core Competencies:** Must have excellent written and verbal skills, be well-organized, results-oriented, must be flexible, take initiative, possess good time management skills and demonstrate leadership. **Minimum Education and Experience Requirements:** High school graduate or GED required. College graduate preferred. Must have previous telephone switchboard and computer word processing experience. Contact: Sandy Paulson, Building Supervisor, WCCO-TV, 90 South 11th Street, Minneapolis, MN 55403. FAX: 612-330-2464. No telephone calls, please. EOE.

Editor/Videographer

KAAL-TV seeks an Editor/Videographer. This is a part-time position Monday-Friday 4:00 PM to 10:00 PM (30 hours per week). No benefits. Candidates must have a valid drivers license. The "Editor/Videographer" is responsible for editing news stories for the 6 PM and 10 PM news as well as shooting news and sports video as needed. Reliability and attention to detail is important. Entry level. We will train. Candidates should have an interest in broadcast news and television production. Contact/send resume to: KAAL TV, Dean Adams, News Director, 1701 10th PL NE, Austin, MN 55912. EOE.

Engineering Technician

KARE 11 has a career opportunity in the engineering department for a full time experienced technician with a strong maintenance/computer background, as well as skill in electronic news gathering (ENG). The individual hired for this position will have at least five years of combined maintenance, computer, and ENG experience at a broadcasting facility. SBE certification is preferred. Applications must be prepared to work any shift required as well as any day of the week. The successful candidate will place a high priority on flexibility and teamwork. Send resume and cover letter to: Norman Beardsley, Engineer Operations Supervisor, 8811 Olson Memorial Highway, Minneapolis, MN 55427.

General Managers

Radio Disney has a unique opportunity for qualified individuals with 6-10 years experience in sales, marketing and promotions. Due to recent and anticipated expansion, we have General Manager positions available in various markets across the country. Ideal candidates will be energetic, organized, professional and savvy. We are looking for creative sellers who can grasp concept marketing and are capable of developing close partnerships with key individuals within the community. NTR experience and a proven track record in motivating and leading others to higher levels of success are helpful. If you're considering a fun new career path and want to inspire others in a children and family market arena, please send your resume to: ABC Radio, Two Carlson Parkway - Suite 350, Plymouth, MN 55447. EOE.

General Sales Manager

Job description: Leader and good communicator for management position requiring sales and managerial skills. Must have excellent skills at inventory control and pricing, prime time and sports positioning, and new business development. Qualifications: Must have minimum of five years experience in television sales management, and thorough knowledge of traffic and sales promotions. Send resume to: Human Resource Department, WFTC TV - FOX29, 1701 Broadway Street NE, Minneapolis, MN 55413. No phone calls please. EOE. Minorities and women are encouraged to apply.

Local Sales Assistant

KVBM-TV, Sales, Job # 94-00. This position is responsible for supporting the General Sales Manager and local sales team. Qualifications: Minimum of two years in an administrative role required, preferably in local media; must have experience working with computers; and experience using MS Office preferred. Essential Job Duties: Coordinate and create presentations; handle reporting and special requests; coordinate invoices and scripts; and perform general office duties, working with outside vendors and monitoring telephones. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KVBM-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Local Sales Assistant

KSTP-TV, Sales, Job # 102-00. This position is responsible for supporting the local sales manager and the local sales team. Qualifications: Minimum of two years experience in an administrative role required; experience in local media preferred; and must have experience working with computers and MS Office software. Essential Job Duties: Provide support to the local sales manager by handling reports and presentations; support the local sales team, handling special requests, creating presentations and coordinating invoices and scripts; and perform general office duties, coordinate with outside vendors and monitor telephones. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KSTP-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Local Sales Manager

KFAN/KFXN seeks Local Sales Manager at Bloomington, MN location. Summary: Manages all activities associated with the generation of spot advertising revenue by performing duties personally and through subordinate team members. (For a detailed description of essential duties and responsibilities, contact the MBA at: 612-926-8123, or 800-245-5838) Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Should possess high energy, initiative, persistence and resiliency. Education and/or Experience: College degree preferred. Five or more years in the broadcasting business is also preferred, with at least 3 years of sales management experience or a combination of both. Proven track record of sales and leadership skills. The ability to recognize talent, fulfill commitments and demonstrate integrity in all aspects of the job. Strong problem solving, organization and administrative skills. Manage multiple tasks simultaneously and demonstrate the ability to take action and get others to act. Ability to learn and apply marketing expertise with an understanding of the marketing model and tactics of marketing warfare. Ability to apply common sense understanding to carry out required functions. Ability to learn and utilize necessary software associated with sales applications. Ability to manage simultaneous relationships with customers, agencies, buyers and owners. Experience in writing sales proposals and ability to assist others in creating sales proposals. Interested parties should contact: Jeff Barin, Posting Manager, 7900 Xerxes Avenue South, Suite 102, Bloomington, MN 55431. E-mail: jbarin@kfan.com. Phone: 612-820-4295.

Marketing Assistant

KSTP-TV, Sales, Job # 98-00. This position is responsible for assisting in the creation and facilitation of client-driven sales and promotions and projects. Qualifications: Must have an understanding of TV marketing with either radio, TV or corporate marketing background; must be able to create marketing packages and presentations; ability to execute marketing programs with the guidance of the marketing manager; and must be able to attend marketing events and provide service to event coordinators. Essential Job Duties: Assist in creating and facilitation of client-driven sales promotions and projects; create presentations for promotions; and serve as an assistant to the marketing manager. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KSTP-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612)253-5780. No telephone calls please. EOE.

Marketing Coordinator

Marketing Coordinator - Assist in all areas of promotions and sales within the local market. Computer, administrative skills and an outgoing personality are required. College degree preferred. Send cover letter and resume to: Radio Disney, 10800 Lyndale Ave. S. # 255, Bloomington, MN 55420. EOE.

Master Control Operator

CBS Cable seeks a Master Control Operator in their GWNS - Operations in Minneapolis, MN. Duties & Responsibilities: Run master control; record programming for MSC/MSCw; monitor all feeds transmitted and received; edit commercials into Avid airplay; set up video and audio levels for all feeds, including videotapes and inbound circuits; and coordinate live games, make commercial reels. Qualifications: Customer service experience and phone skills; flexibility in schedule; master control experience; Microsoft computer knowledge; satellite knowledge; organizational skills; detail oriented; and Associate degree or technical school in video production or satellite communications. Interested, contact the Human Resources Department at (203) 965-6113 for additional information. Internal applicants please notify your supervisor prior to your inquiry. EOE-M/F.

National Sales Coordinator

KVBM-TV, Sales, Job # 93-00. This position is responsible for supporting the National Sales Manager and National Sales Staff. Qualifications: Must be a self-starter, highly organized and detail oriented; ability to prioritize and handle multiple projects essential; must have excellent verbal and written communication skills; good problem-solving skills required; previous experience in Traffic Department or Sales Assistance at a TV rep. firm required; and familiarity with any traffic systems a plus. Essential Job Duties: Input and maintain National Sales orders using Salesline and Donovan; Act as liaison between the station and rep. firm, working out makegoods, updating contracts, processing and confirming orders and order revisions; Interact with Traffic Department regarding air-time scheduling issues; process client information; and maintain filing of all National Contracts. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KVBM-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

News Assignment Editor

KMSP-TV/UPN: MN Nine News has part-time opening for assignment editor. Previous experience on broadcast news assignment desk required. Must be available to work evenings and weekends. Send cover letter and resume (no phone calls) to Keith Brown, Managing Editor, KMSP-TV, 11358 Viking Drive, Eden Prairie, MN 55344. EOE.

Newscast Producer

KARE 11 News is looking for a top-flight newscast producer. Excellent writing skills, strong news judgment, good work ethic are a must. Minimum three years experience. Send non-returnable tapes & resumes to: KARE 11 News, Lonnie Hartley, Senior Executive Producer, 8811 Olson Memorial Highway, Minneapolis, MN 55427. FAX: 612-546-8606. PHONE: 612-797-7229. Lhartley@kare11.com. If you are interested in other openings at KARE, please call 763-546-1111 and ask for the jobline or go to www.kare11.com and click on employment.

News Director

CONUS, News Service, Job # 69-00. This position is responsible for developing and maintaining a strategic and editorial vision for CONUS News Service and overseeing the daily output of the News Service. Qualifications: Must have broad high-level management leadership experience at local stations and superior communications and leadership skills; college degree required; must be uniquely talented, creative and energetic leader; strong creative and communications skills, sound editorial judgment, and a track record of success in news production and programming essential; and must possess sound business judgment and some sales experience/potential. Essential Job Duties: Develop and maintain a strategic and editorial vision for CONUS News Service; clearly define and communicate that vision to the entire news organization; oversee the daily output of the News Service; remain constantly involved with news gathering, production and distribution staffs; accountable for the overall administrative functions, including personnel and budget; perform recruitment, training, supervision, scheduling, coaching and evaluation of personnel, manage daily editorial meetings and periodic work-group meetings; maintain highest editorial standards; and travel as required. Schedule: Full-time. Status: Exempt. Contact: Human Resources Department, CONUS Communications, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

News Director/Morning Anchor Position

Searching for strong, rising talent: News Director/Morning Anchor Position, first full-time opening in nine years at KTOE, Mankato, a booming University town of 50,000. 90 minutes south of Minneapolis/St. Paul. Tape and resume to: PD, Pete Steiner, PO Box 1420, Mankato, MN 56002.

News Photographer

UPN 9 has immediate opening for full-time photographer on our early morning news program. Previous TV news experience required. Rush demo tape and resume to: Chief Photographer, KMSP-TV, 11358 Viking Drive, Eden Prairie, MN 55344. KMSP-TV is an EOE.

News Reporter

Shockley Communications, operating six radio stations including AM 610 KDAL news leader in the Twin Ports, seeks an experienced News Reporter. One must have a demonstrated ability of reporting, writing and anchoring newscasts, Great company, great fun and Great Lakes Area. Send resume to: Deb Messer, General Manager, SCC 715 East Central Entrance, Duluth, MN 55811. EOE.

News Reporter

WCCO TV seeks a News Reporter for Dimension Series. Primary Accountabilities: Research, investigate, edit and write stories. Conduct necessary interviews. Deliver reports. Ensure a balanced and ethical presentation of the news. Perform "Live shots" as necessary. Work with News, Production and Engineering on daily broadcasts, special reports/features and sweeps. Participate in Community Relations/Public Relations events. Generate ideas for Dimension stories for sweeps and features. Meet all news production deadlines. Core Competencies: Must be results-oriented, innovative, demonstrate leadership and teamwork. Must have strong organizational and communication skills. Minimum Education Requirements: College degree preferred. Two or three years of reporting experience. Persons interested in submitting an application for the positions identified above should send their resumes to the following address: Ted Canova, News Director, WCCO-TV, 90 South 11th Street, Minneapolis, MN 55403. No phone calls please.

Nightside Videographer

Job Description: This is a full-time position Monday through Friday 2:15 PM - 10:45 PM unless overtime is required. Health and dental benefits begin 90 days after employment. NABET-CWA. Job Duties: The Nightside Videographer is responsible for shooting news video on DVCPRO format, editing and general newsgathering as needed. Other duties include logging stories for archive & FCC. You must have a valid driver's license. Experience: Entry level to two years experience. We are looking for candidates who can tell stories with video. Contact: Send resume and "no return" VHS tape to: KAAL-TV, Dean Adams, News Director, 1701 10th PL NE, Austin, MN 55912. EOE.

On-air Personality

KWLM Radio, a heritage station serving West-Central Minnesota, has an immediate opening for an on-air personality with news experience. If you'd like to live in a beautiful part of the country and work for an outstanding company, we have the opportunity for you. EEO. For more information, send a tape and resume to: John Nielsen, c/o Lakeland Broadcasting Co., PO Box 838, Willmar, MN 56201.

On-Air Positions

KTIS FM/AM Radio, with studios located in St. Paul, is looking for candidates for future on-air positions. Send resume to: Jon Engen, Manager, KTIS, 3003 Snelling Avenue North, Saint Paul, MN 55113. No phone calls please.

Photographer

KBJR-TV, Granite Broadcasting Corporation's NBC station in Duluth, MN has an opening on our award-winning photo staff. We're looking for a visual storyteller willing to with flexible hours and travel on short notice covering breaking news in the most beautiful television market in the country. Our brand-new facility sits on the scenic north shore of Lake Superior. We shoot DVC Pro and edit non-linear, and all equipment is new. Live truck experience is a plus and you must have a valid driver's license. Check out our web site at kbjr.com. Send your tape and resume to KBJR Human Resources, 246 S. Lake Ave., Duluth, MN 55802. EOE.

Photojournalist -Part-time, Overnights

KARE 11, one of the Nation's premier Photojournalism stations is looking for an experienced Freelance Photojournalist. Position will require working a variety of shifts. Applicants need 2+ years of experience, knowledge of Beta and Microwave equipment and the ability to regularly lift 40 to 50 pounds. If you are a strong visual storyteller and can work independently or as part of a team - send your non-returnable tape and resume to: Brett Akagi, Director of Photography, KARE 11 TV, 8811 Olson Memorial Highway, Minneapolis, MN 55427. If you are interested in other openings at KARE, please call 763-546-1111 and ask for the jobline or go to www.kare11.com and click on employment.

Producer

The National Production Department of Twin Cities Public Television has a full-time opening for a Producer. The Producer will be responsible for individual episodes of a national series about personal finance. Major functions include story development, field production, writing and post production. We require a good, working knowledge of television production and a proven track record with a PBS standard production. We are looking for a candidate with proven creative, interpersonal, and organization skills. Salary: Depending on experience. Send cover letter, resume and salary expectations by June 15, 2000 to: PO Box 330-0, TPT/Twin Cities Public Television, 172 E. Fourth Street, St. Paul, MN 55101. No phone calls or visits please. EOE/AAP.

Producer/Editor

Channel 45, Creative Services, Job # 82-00. This position is responsible for writing, producing and editing promotions for Channel 45 programming. Qualifications: Minimum of 1-3 years experience producing and editing promotions for a local TV station or in a commercial environment; must be assertive, high-energy, have good communication skills and strong writing ability; college degree preferred; and must have experience editing on a non-linear platform such as Avid or VideoCube. Essential Job Duties: Write, produce and edit promotions for Channel 45 programming; and write, produce and edit daily news promotions for Channel 45 Eyewitness News. Schedule: Full-time, 12:30 PM - 8:30 PM. Status: Exempt. Contact: Human Resources Department, KSTP-TV, Channel 45, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Production Assistant

KDLH seeks Production Assistant. Entry-level position for daily newscasts. Operation of Chyron, Audio Equipment and/or Closed Captioning during live newscasts. Start Date: ASAP/Close Date: When filled. Work Hours: 20-25 week, evenings and weekends. Educational Requirements: College degree preferred. Experience preferred. Send cover letter and resume to: Human Resources, KDLH-TV, 425 W. Superior Street, Duluth, MN 55802. No phone calls, please. EOE.

Production Technician - Part-time

WDIO/WIRT seeks part-time Production Technician in their production department. Job # 9-00. Qualifications: Knowledge of TV camera operations, floor directing and general lighting. Prior television production experience helpful. Job Description: Entry-level position as TV camera operator and floor director. Operate TV cameras (studio & remote), Teleprompter, and floor direct for live and taped productions. Assist talent as verbally directed by supervisor. Assist in preparation of scripts and materials for productions. Set-up of set materials. Tear down and removal of same. Maintain studio. Other duties as assigned. Schedule: Part-time. Salary Range: Open. Start Date: ASAP. Closing Date: When filled. Person to Contact: Bill Hackbarth, Production Director, 10 Observation Road, Duluth, MN 55811. Mailing address: PO Box 16897, Duluth, MN 55816. No phone calls please. EOE.

Promotion Assistant

Channel 5/45 Creative Services, Job # 83-00. This position is responsible for scheduling promotional announcements and public service addressees on Channels 5 and 45 daily logs. Qualifications: Must have 1-2 years experience scheduling and trafficking commercials and promotions in a TV or media placement environment; must be detail-oriented and possess good communication and organizational skills; and experience with TV commercial traffic computer system preferred. Essential Job Duties: Schedule promotional announcements and PSAs on Channels 5 and 45 daily logs; make log changes necessary; Traffic TV and radio promotions on outside media for Channels 5 and 45; and perform light clerical assistance to Director of Creative Services. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KSTP-TV, Channel 45, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Promotions Assistant - Part-time

KSTP-AM, Promotion & Marketing, Job # 97-00. This position is responsible for assisting the Promotion and Marketing Director in the overall effectiveness of the stations' promotion and marketing plan. Qualifications: Minimum of one year professional radio experience or equivalent combination of education and experience required; must be enthusiastic, a self-starter, detail-oriented, personable, outgoing, creative and organized; positive attitude, and desire to interact with a variety of people required; good understanding of radio practices desired; excellent verbal and writing skills; must handle several tasks simultaneously and be responsible for project details; must have valid drivers license; and computer skills essential. Essential Job Duties: Assist in the creation and coordination of on-air promotions; maintain ongoing promotions and promotions files; set up and represent the station at events; work with interns, winners, vendors and staff; prepare and release announcements for on-air talent at appearances; and serve as liaison in remote settings. Schedule: Part-time, some evening/weekend hours. Status: Non-exempt. Contact: Human Resources Department, KSTP-AM, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Promotion Assistant-Radio

Work closely with the Assistant Promotion Director and Coordinator on station events, while you assist the promotion department with prize giveaways, mailings, writing copy. Work with non-profit organizations, schedule station tours and respond to listener mail. Good people skills a must. Must work weekends and have a valid driver's license. Experience in radio, computers, and promotions helpful. College degree preferred. Please send resume to: KDWB-FM Radio, John O'Connell, Marketing Director, 100 North Sixth Street, Suite 306C, Minneapolis, MN 55403. AMFM-EOE.

Promotion Coordinator - Radio

KDWB seeks a creative, organized and responsible team player to join its active promotions department. Must have a valid MN driver's license and a good driving record. Duties include but are not limited to coordinating on-air promotions, appearances, sales events, and supervise interns. Please send resume to: John O'Connell, Marketing Director, KDWB, 100 N. 6th St., Suite 306C, Minneapolis, MN 55403. No calls please. AMFM-EOE.

Promotion Coordinator - K102 Country Music

Assist Promotions Director at local radio station with advertising and public relations of the stations to the public. Proficient with computer, excellent organizational skills and great "people" skills a must. Ability to work a flexible schedule necessary. Candidate must be able to operate effectively in high-pressure time-sensitive situations. Resumes to: Executive Assistant, AMFM Radio, Inc., 7900 Xerxes Ave. S., Ste 102, Bloomington, MN 55431. EOE.

Promotion Director

Promotion Director - The ideal candidate has experience in radio station promotions and marketing. Experience in in-house advertising/marketing and retail promotions also a plus. Send cover letter, resume and salary requirements to: Program Director, KQRS, 917 North Lilac Drive, Minneapolis, MN 55422. EOE.

Promotions Helpers - Part-time

KSTP-FM, Promotions, Job # 80-00. This position is responsible for assisting in the marketing and promotion efforts of KS95-FM. Must be enthusiastic, detail-oriented, personable, outgoing, creative, organized and a self-starter. Essential Job Duties: Setup and represent the station at events; work with other promotional staff and on-air talent, winners, listeners and clients. Schedule: Part-time, hours vary. Status: Non-exempt. Contact: Human Resources Department, KSTP-FM, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Radio Traffic

KCID/KNSI seeks a Radio Traffic person. Qualifications: The successful applicant will possess good typing skills, attention to detail and be self-motivated. Benefits include health, disability and life insurance, paid vacations and holidays, 401k savings plan and ESOP Plan. Note: No radio experience is necessary! Training is provided. Starting Salary Range: Commensurate with experience. Contact: John Sowada - General Manager. Applicants should pick up application packets at station between 8 am-5 pm, Monday-Friday, or may phone station to request an application packet to be mailed to them. Address: 619 W. Germain Street, St. Cloud, MN 56302-1458. Phone: 320-251-1450. FAX: 320-251-8952. EOE.

Reporter

KSTP-TV, News, Job # 99-00. This position is responsible for originating, developing, researching, writing and delivering news stories. Qualifications: Exceptional communication skills, oral and written; extensive experience in commercial TV news; professional, consistent on-air appearance; advance ability in critical thinking; quick and effective decision-making, live ad-libbing and maintaining performance under pressure; and highly developed public-speaking and interpersonal skills. Essential Job Duties: Originate and develop stories for broadcast; present live on TV and on radio scripted and unscripted news reports; maintain extensive community contacts and awareness of local and national current events; write for station's web site; make daily promotional and frequent community appearances; maintain appropriate and strict standards regarding wardrobe, hair, cosmetics and grooming; and provide newsroom leadership and contribute to overall team effort. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KSTP-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Reporter

CBS affiliate serving southern Minnesota and northern Iowa seeks a full-time reporter. Bachelor's degree required. Familiarity with upper Midwest strongly desired. We are searching for a creative storyteller who can shoot, write and edit on deadline. Some producing and anchoring. Send resume and non-returnable VHS tape to: Derrick Hinds, News Director, KEYC-TV, 1570 Lookout Drive, North Mankato, MN 56003. No calls, please. Only finalist will be contacted for interviews. Women and minorities are encouraged to apply. EEO.

Reporter/Anchor - Agri-Business

Job Description: This is a full-time salaried position Monday through Friday. Health and dental benefits begin 90 days after employment. Job Duties: The Agri-business Reporter/Anchor is responsible for reporting local, state and national agricultural stories. You will also anchor two three to five minute agricultural reports that air in our morning show. These reports include a mix of wire stories, commodity information and our locally produced agri-business stories. Experience: An interest or background in agriculture is essential to the success of this position. We are looking for broadcast journalists who have a farm background or who are confident in their ability as a general assignment reporter to succeed in this field. You need to be a conversational storyteller who can make your stories interesting to the wider viewing audience. We shoot and edit on DVCPRO format. While we do have photographers, reporters are expected to know how to shoot their own stories when necessary. Contact: Send resume and "no return" VHS tape to: KAAL-TV, Dean Adams, News Director, 1701 10th PL NE, Austin, MN 55912. EOE.

Research Manager

KSTP-TV, Sales, Job # 85-00. This position is responsible for managing all sales systems and using these resources to create sellable tools for the sales department. Qualifications: Minimum of three years sales/research experience required; knowledge of TV Scan, Market Manager and qualitative research preferred; experience in internet research and sales a plus; and must have computer skills. Essential Job Duties: Manage sales systems including TV Scan, Market Manager, Matrix, Scarborough and others; manage Internet and InstaSports properties; oversee the duties and responsibilities of research analyst; and create new selling tools for sales department and other departments. Schedule: Full-time. Status: Exempt. Contact: Human Resources Department, KSTP-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 523-5780. No telephone calls please. EOE.

Sales

KLFD is a locally owned, full service, 24 hour a day radio station that still believes in a commitment to our listeners and clients. We are in need of a "radio professional" to join our sales department. KLFD will provide the successful candidate with a "quality" product that is very marketable...not just another music format. If you have worked small market then progressed to the "big" market and found it's time to slow the pace, KLFD may be the place you're looking for. KLFD is located in a growing community of 6500 within an hour of the Twin Cities. If you want to really get to know your clients, have a safe environment with an excellent school system for your family, want to have fun, oh... and like casual Friday's, but know when not to be casual, let's talk. Send your resume with financial needs to: KLFD, Attn: Bob or Steve, 234 North Sibley Avenue, Litchfield, MN 55355.

Sales Assistant

Work with sales and programming to develop sales and promotional material. Work in an exciting team atmosphere, interfacing with all departments in the organization. Good organizational skills, ability to interact effectively with management and clients. Computer proficiency required. EEO, Health Insurance, Section 125 plan, 401k. Contact: Pat Papenfuss at 507-452-4000. Bring resume to interview.

Sales Marketing Manager

KSTP-TV, Sales, Job # 87-00. Qualifications: At least two years experience in media marketing or promotions; local radio and/or television promotions experience preferred but not required; and Windows based computer skills a must. Job Description: Create, manage and facilitate client driven sales promotions and projects for the TV sales department; associate with other departments in the TV station to help facilitate these projects; build relationships with key client Marketing Managers in the marketplace; coordinate all department special projects such as incentive trips and client involved station promotions. Schedule: Full-time. Status: Exempt. Contact: Human Resources Department, KSTP-TV, Job # 87-00, 3415 University Avenue, St. Paul, MN 55114. Fax: (651) 642-4314. No telephone calls, please. EOE.

Senior Associate Analyst

CBS Cable seeks Senior Associate Analyst in their Finance - GWNS Department in Minneapolis, MN. Duties & Responsibilities: Full accounting for Minneapolis division including month end closing and reconciliations; sales invoicing; receivables and payables. Qualifications: 2-4 years general ledger; ability to work independently; Microsoft Office; and Bachelor's degree, accounting preferred. Interested, contact the Human Resources Department at (203) 965-6113 for additional information. Internal applicants please notify your supervisor prior to your inquiry. EOE-M/F.

Senior Broadcast Technician

KMSP-TV is looking for a Senior Broadcast Technician. 2-3 years operational experience in broadcast TV environment with automation required. Additional required skills include basis electronics training, lighting, computer and ENG Remote Broadcast. Must be willing to work all shifts and rotating days off. Send resume to: Chief Engineer, KMSP-TV, 11358 Viking Drive, Eden Prairie, MN 55344. No phone calls please. EOE.

Senior Web Developer

Take responsibility for one of the nation's broadcast groups web technologies. United Chris Craft is looking for a Senior Web Developer who will be responsible for supporting the nation's sixth largest broadcast group. Responsibilities include development, enhancement and support of back-end web applications in a Microsoft DNA environment. Distributed application architecture and database design skills are essential. Considerable experience with ASP, VB, VBScript, ADO, SQL, WSH and Windows NT required. 3-5 years experience developing Internet or Intranet applications in a Microsoft environment necessary. Project management skills are highly desirable. Send resumes to: webresumes@kmsp.com. EOE.

Shipping & Receiving Clerk

Available immediately. Full-time, Mon-Fri. Responsible for all incoming/outgoing shipments, mail, pick-up and deliveries. Experience with UPS and Fed. Exp. Powership helpful but not necessary. Must have Windows 95 experience as well as valid MN driver's license and good driving record. Some light lifting required. Send resumes to KMSP-TV, Assist. Operations Director, 11358 Viking Drive, Eden Prairie, MN 55344. No phone calls please. EOE.

Special Events/Project Manager

AMFM Radio, Inc. is seeking a team player that is extremely organized, proactive and hard working to oversee planning, organization and implementation of all Twin Cities group events. Execute, implement and serve as primary contact of all group events and sports partnerships. Create and manage action plans. Candidate will handle a variety of projects simultaneously. Excellent project management, communication and organizational skills required. Excellent computer skills required. College degree and/or equivalent of five years related promotion and special events experience. Forward cover letter and resume to: Executive Assistant AMFM, Radio Inc., 7900 Xerxes Ave S., Ste. 102, Minneapolis, MN 55431. EOE.

Sports Reporter/Anchor

WDIO/WIRT seeks a Sports Reporter/Anchor for their Sports Department. Job # 10-00. Qualifications: Experience in various areas of television sports. They include: strong writing and reporting skills, knowledge of video editing systems, ability to produce and anchor sportscasts and the ability to do live reporting in the field. Interest and knowledge of fishing, hunting and various outdoor recreation activities is also preferred. B.A. Degree in Communications, speech or related field is desired, but not required. Job Description: General Responsibilities would include gathering sports news and reporting for sports department. Cover professional college and high school sports. Also, report on many outdoor and recreational activities. Anchor newscasts on a regular basis. Work with sports director in planning sports coverage. Schedule: Full-time. Salary Range: Open. Start date: ASAP. Closing Date: When filled. Person to Contact: Steve LePage/Sports Director, 10 Observation Road, Duluth, MN 55811. Mailing address: PO Box 16897, Duluth, MN 55816. Phone: 218-727-6864. EOE.

Talk Show Hosts (2)

Talk Show Hosts (2) Part-time, Hubbard Radio Network, Job # 103-00. These positions are responsible for hosting a Friday evening High School Scoreboard Show that will air statewide on the Hubbard Radio Network throughout the high school football season (approx. 14 weeks plus playoffs) starting in September and running through November. Qualifications: Previous on-air announcer experience required at a commercial radio station; previous play-by-play or high school sport knowledge preferred; experience with digital production and broadcasting equipment necessary; strong interpersonal, organizational and leadership skills required; and must be able to work in a fast-paced, high-energy environment. Essential Job Duties: Oversee the content of the show by working directly with show interns, statewide stringers and affiliate station producers; coordinate the show format with co-host and interns, including coach interviews, player features of the week, etc.; and perform some hands-on production of sponsor commercials, theme songs, bumpers and game highlights. Schedule: Part-time, Friday evening from 9 PM - midnight. Status: Non-exempt. Contact: Human Resources Department, Hubbard Radio Network, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Technical Openings

The Operations & Engineering Department of Twin Cities Public Television (TPT) has part-time technical openings. These positions require skills as a master control operator, camera operator, videographer, technical director, character generator operator, audio engineer, lighting assist, linear editor or non-linear editor. Minimum Requirements: A technical or vocational school degree or equivalent and 2-5 years of related experience depending upon the qualification or interest area. Salaries: Depending on experience. Send cover letter, resume and salary requirements (indicating which skill areas you are qualified and interested in) by June 30, 2000 to: PO Box 347-0, TPT/Twin Cities Public Television, 172 E. Fourth Street, St. Paul, MN 55101. EOE/AAP.

Traffic Assistant

KVBM-TV, Sales, Job # 95-00. This position is responsible for reconciling logs and managing the promotional and public service inventory for KVBM-TV. Qualifications: Previous broadcast traffic experience preferred; must be highly organized and detail oriented; good communication skills are essential; and familiarity with BIAS and/or Salesline a plus. Essential Job Duties: Edit and reconcile logs; and manage promotional and public service inventory. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KVBM-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612) 253-5780. No telephone calls please. EOE.

Traffic Assistants (2)

KSTP-TV/Channel 45, Sales, Job # 92-00. These positions are responsible for researching and inputting copy information. Qualifications: Previous broadcast traffic experience preferred; must be highly organized and detail oriented; must have good communication skills; and familiarity with BIAS and/or Salesline a plus. Essential Job Duties: Research and input copy information; edit logs, input programming and formats; and perform other duties as assigned. Schedule: Full-time. Status: Non-exempt. Contact: Human Resources Department, KSTP-TV/KVBM-TV, 3415 University Avenue, St. Paul, MN 55114. Jobline: (612)253-5780. No telephone calls please. EOE.

Traffic Assistant/Radio

Traffic Assistant to input advertising contracts in order to produce precise commercial logs, which in turn produces accurate bill. Manages inventory so that all available radio advertising time can be sold. Candidate will enter sales orders, generate reports and accept logs for billing. Strong data entry skills. Detail oriented with ability to meet strict deadlines. Computer proficiency a must, Markettron Software experience preferred. Resumes to: Executive Assistant, AMFM Radio, Inc., 7900 Xerxes Ave S., Ste 102, Bloomington, MN 55431. EOE.

Traffic/Receptionist

KPRW-FM - Perham, has an immediate opening for full-time Traffic/Receptionist position. Minimum of one year computer experience and basic accounting skills a must. Radio traffic experience and on-air experience a plus. Send resume to: Doug Gray, PO Box 495, Fergus Falls, MN 56538-0495. EOE.

Webmaster

KMSP-UPN9 is looking for a Webmaster who will be responsible for day-to-day operations of KMSP.com. Responsibilities will include development and enhancement of KMSP.com as well as ongoing maintenance. The Webmaster will have excellent oral and written communication skills and strong organizational skills. Web design and layout skills are crucial. A strong working knowledge of HTML and Photoshop are required. Frontpage, VBScript, Javascript and ASP are helpful. Send resumes to: webresumes@kmsp.com. EOE.

Please tell employers that you found the position in the MBA Job Bank.

*If you have any comments or suggestions concerning the MBA Job Bank, please send them to:
MBA, 3033 Excelsior Blvd., Suite 301, Minneapolis, MN 55416-4675; or call: (612) 926-8123, 1-800-245-5838*

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